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## **NOTICE APPOINTING TRUSTEE**

7 This event was created for use by the United States Trustee when a case converts to a Chapter

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice Appointing Trustee** from the drop down list; click [NEXT]
- STEP 5** **Select the Party** screen displays. If US Trustee appears in the drop down list, select US Trustee; click [NEXT] and proceed to **STEP 9**
- If US Trustee is not listed, click on **Add/Create Party**. Enter US Trustee in the **Last/Business Name** field; click [SEARCH]
- STEP 6** Highlight US Trustee; click [SELECT NAME FROM LIST]. Fill out **Party Information** screen; select US Trustee in the **Role** field; click [SUBMIT]
- STEP 7** **Select the Party** screen displays with US Trustee highlighted; click [NEXT]
- STEP 8** If, in **STEP 5**, the US Trustee was not listed and you had to **Add/Create Party**, you must place a check in the box to create association in this case; click [NEXT].
- STEP 9** Upload PDF file; click [NEXT]
- STEP 10** Click down arrow and select the trustee to be appointed; click [NEXT]
- STEP 11** Confirm case name and number; click [NEXT]

**STEP 12**      Docket text appears; review for accuracy; modify if appropriate; click [NEXT]

      *TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

**Notice of Appointment of Trustee Barry W. Frost Filed US Trustee . (Trenton, Trustee1)**

**STEP 13**      **Notice of Electronic Filing** displays.